

# Safety Guidelines SOP for Press Machine Operation

## 1. Purpose

To establish standardized procedures to ensure the safety of personnel operating the press machine.

## 2. Scope

This standard operating procedure (SOP) applies to all personnel authorized to operate press machines in the facility.

## 3. Responsibilities

- Operators:** Follow all instructions and report hazards or incidents.
- Supervisors:** Ensure operators are trained and SOP is followed.
- Maintenance Personnel:** Perform regular maintenance and safety checks.

## 4. Required Personal Protective Equipment (PPE)

PPE	Required
Safety Glasses	Yes
Safety Gloves	Yes
Safety Shoes	Yes
Ear Protection	As Needed

## 5. Operation Procedures

1. Perform pre-operational checks:
  - Check machine guards and emergency stop functions.
  - Ensure work area is clean and free from obstructions.
  - Verify PPE is worn.
2. Start-Up:
  - Power on machine according to manufacturer instructions.
  - Test the press without material to ensure proper function.
3. Operation:
  - Position material correctly using tools, not hands.
  - Keep hands and other body parts clear of moving parts.
  - Operate controls with awareness of press cycles.
4. Shutdown:
  - Power off and lock out the machine after use.

- Clean the work area and dispose of scrap materials safely.

## **6. Emergency Procedures**

- In case of injury, activate the emergency stop and call for immediate assistance.
- Report all incidents and near-misses to a supervisor.

## **7. Training**

Only trained and authorized personnel may operate the press machine. Training records must be maintained.

## **8. References**

- Manufacturer's operating manual
- Company health & safety policy

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**Document Owner:** \_\_\_\_\_

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